UC RIVERSIDE
School of Medicine

ENCUMBRANCE & INVOICE HOLD RELEASE FORM

Business Operations Form

Please add *up to 10 POs* that need released Encumbrances or Invoice Holds.

If providing a new COA, the approval must be attached to the Generic Business Operations ticket in ServiceNow. ***Please only attach ONE form per request***.

Note: New COAs cannot be charged to POs that have already been validated.

Note: Encumbrances cannot be released for Legacy POs that did not transfer to Oracle.

	PO #1	PO #2	PO #3	PO #4	PO #5	PO #6	PO #7	PO #8	PO #9	PO #10
I. General Information										
PO Number										
II. Encumbrance Release										
Is this an Encumbrance Release?										
if yes, Justification for Release (ex. PO was cancelled, All items received, partial services , other)										
Did the supplier confirm no more invoices?										
III. Invoice Hold Release										
Is this Invoice Hold Release?										
if yes, enter the Reason for the hold?										
What line of the PO needs attention?										
Reason for Change Order (if needed)										
Is there a new COA?										
If Yes, Is the PO already validated?										
If Yes, enter new COA										
New Receiver Update?										
If Yes. enter new Receiver's name										
Is this PO Grant Related?										

Please review campus guidance on Invoice Holds & Resolutions

v.2.1